

OCN LONDON

UNIT BOOK

OCNLR Level 1 Qualifications in Progression



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About This Unit Book

This unit book contains a complete list of units for the **OCNLR Level 1 Progression Qualifications**.

The book should be used in conjunction with the **OCNLR Qualifications in Progression** Qualification Guides, which can be found, alongside this Unit Book, at the respective qualification web pages, as follows:

OCNLR L1 Award in Progression web page –

<http://www.ocnlondon.org.uk/qualifications/our-qualifications/life-skills/ocnlr-level-1-award-in-progression>

OCNLR L1 Certificate in Progression web page –

<http://www.ocnlondon.org.uk/qualifications/our-qualifications/life-skills/ocnlr-level-1-certificate-in-progression>

OCNLR L1 Diploma in Progression web page –

<http://www.ocnlondon.org.uk/qualifications/our-qualifications/life-skills/ocnlr-level-1-diploma-in-progression>

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How to use this Unit Book

How to Access individual Unit Specifications

This Unit Book lists all the units relating to these OCNLR Level 1 Progression qualifications. Clicking on the Ofqual Code in the list of units will open the actual unit specification from the web. You will therefore need access to the internet to open the unit specifications themselves. If you have opened this Unit Book within a web browser, just click on a link and the full unit will open. (If you have problems call or email OCN London. See contact details in the footer of each page.)

How to Search and Find Units

The Level 1 Progression Qualifications contain a wide variety of units, which together provide for extremely flexible options for course designers, but the number of units also makes searching for and finding particular units something of a challenge. We have therefore structured the Optional Unit List by subject area to simplify the search for particular units.

The Core and Optional units are graphically shown in the Table of Contents which follows on page 5. It is important when designing a course to ensure that the qualification ‘rules of combination’ are met to enable learners to achieve the qualification aimed for. These are different for the Award, the Certificate, and the Diploma, and are set out below.

Rules of Combination

Level 1 Award in Progression

Learners must achieve 6 credits at Level 1. A maximum of 3 credits can be achieved from the optional “IT for Users” group of units.

Level 1 Certificate in Progression

Learners must achieve 21 credits, of which at least 6 must come from the Core groups of units. A maximum of 6 credits can be achieved from the optional “IT for Users” group of units and a maximum of 6 credits from Entry 3 units.

Level 1 Diploma in Progression

Learners must achieve 42 credits, of which 9 must come from the Core units. A maximum of 6 credits can be achieved from the optional “IT for Users” group of units and a maximum of 12 credits from Entry 3 units.

Level E3 Units?

Although these qualifications are all at level 1, a limited number of level Entry 3 (E3) units can be achieved that count towards the Rule of Combination for the qualification. Level E3 units are integrated into the groups of unit lists as appropriate, but to help identify them graphically and separate them from level 1 units, the level E3 unit rows are coloured grey.

Navigation through this document

To get to a group of units, simply click its name in the table of contents. To return to the contents page, click on any major heading in the document. Also, readers can of course scroll through pages in the usual way.

The groups of units follow; first the ‘Core’ groups and then the ‘Optional’ subject groups.

Core Units

Level 1 Core Skills

(Units 1 to 118 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
1	Action Planning to Improve Performance in Mathematics	D/504/2937	L1	1
2	Active Citizenship in the Local Community	L/504/8510	L1	1
3	Alcohol Awareness for the Individual	F/505/8791	L1	3
4	Aspects of Citizenship	R/504/8511	L1	3
5	Assertive Living	L/506/0558	L1	3
6	Banking and Other Financial Organisations	R/504/7486	L1	1
7	Basic Food Preparation and Cooking	K/505/4072	L1	3
8	Behaviour in Conflict	R/504/8718	L1	3
9	Body Image	F/504/8813	L1	2
10	Building a Personal Skills Portfolio	A/504/8566	L1	3
11	Career Planning	M/504/8645	L1	3
12	Career Preparation	L/506/0737	L1	1
13	Caring for your Child	F/505/8564	L1	3
14	Changing Roles and Relationships in Adolescence	H/504/8724	L1	3
15	Communication in the Workplace	J/504/7517	L1	3
16	Communication Skills for Group and Teamwork	A/504/7689	L1	3
17	Customer Service	T/504/8727	L1	3
18	Data Calculations	K/503/3044	L1	1
19	Developing a Personal Learning Programme	M/504/8287	L1	3
20	Developing Confidence and Self-Esteem	K/503/0967	L1	1
21	Developing own Interpersonal Skills	D/504/8429	L1	3
22	Developing Personal Confidence and Self Awareness	D/504/8432	L1	3
23	Developing Skills For Independent Life	J/506/0560	L1	3
24	Domestic Cooking Skills	H/504/8870	L1	3
25	Drug Awareness	T/504/8291	L1	3
26	Drugs and Substance Misuse	T/503/0969	L1	1
27	Eating Disorders	R/504/8797	L1	1
28	Employment Rights, Contracts and Pay	R/505/8794	L1	3
29	Family Relationships	M/504/8225	L1	3
30	Food Safety in the Home and Community	H/505/6063	L1	2
31	Handling Data	R/506/1050	L1	2
32	Health and Hygiene in the Home	K/505/8557	L1	3
33	Health and Safety Awareness in a Working Environment	J/504/8487	L1	1
34	Health and Safety in a Practical Environment	Y/505/4441	L1	1
35	Healthy Living	L/504/8264	L1	3

Level 1 Core Skills

(Units 1 to 118 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
36	Household Skills	J/505/4001	L1	3
37	Improving Assertiveness and Decision Making	D/505/8555	L1	3
38	Improving Own Confidence	T/504/8274	L1	3
39	Improving Own Learning and Performance	D/504/9497	L1	2
40	Independent Shopping for Household Items	J/504/8277	L1	3
41	Induction to Study	R/504/8279	L1	3
42	Introduction to Peer Support Skills	M/505/8625	L1	2
43	Issues of Substance Misuse	H/504/8688	L1	1
44	Job Seeking Skills	J/506/0736	L1	3
45	Living in the Community	K/504/8563	L1	3
46	Maintaining a Wheeled Vehicle for Personal Use	M/504/8578	L1	2
47	Making and Using Story Sacks	K/504/8580	L1	3
48	Making Choices In Pursuit Of Personal Goals	L/506/0575	L1	3
49	Managing Personal Relationships	K/504/8627	L1	3
50	Managing Your Own Learning	L/505/8552	L1	3
51	Measure: Time And Temperature	R/506/0920	L1	2
52	Parenting Skills	L/505/8566	L1	3
53	Peer Mediation	R/504/8816	L1	3
54	Personal and Interpersonal Conflict	A/504/8826	L1	3
55	Personal Awareness	K/504/8837	L1	3
56	Personal Budgeting and Managing Money	Y/506/0787	L1	3
57	Personal Development	J/504/7792	L1	3
58	Personal Learning Skills	D/504/7796	L1	6
59	Personal Relationships	T/504/8839	L1	3
60	Planning and Leading an Activity	F/507/6370	L1	3
61	Preparing for a Recruitment Interview	K/505/8722	L1	3
62	Preparing for Interviews	R/505/5300	L1	1
63	Preparing For Work	Y/506/0739	L1	3
64	Presentation Skills	T/504/8131	L1	2
65	Probability	K/506/0924	L1	1
66	Problem Solving in the Workplace	H/505/8587	L1	3
67	Punctuation And Grammar Skills	J/506/0896	L1	2
68	Reading For Meaning	Y/506/0899	L1	3
69	Recognising Employment Opportunities	R/504/8685	L1	1
70	Responsible Road Vehicle Ownership and Use	H/504/8691	L1	2
71	Rights and Responsibilities of Citizenship	J/504/8845	L1	3
72	Sex and Relationships Education	Y/504/8557	L1	3
73	Skills for Lip Reading	R/504/7780	L1	6
74	Speaking and Listening Skills	J/506/0669	L1	3

Level 1 Core Skills

(Units 1 to 118 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
75	Spelling Rules and Strategies in Practical Use	A/505/5386	L1	3
76	Spelling Skills	H/506/0906	L1	3
77	Stress and Stress Management Techniques	Y/504/8817	L1	3
78	Study Skills	L/504/8197	L1	3
79	Supporting a Child with Reading	J/504/8697	L1	3
80	Supporting a Child with Writing	A/504/8700	L1	3
81	Supporting Children's Literacy and Numeracy Development	K/504/8711	L1	3
82	Supporting Your Children in Family Learning	J/505/8596	L1	3
83	Take Part in an Activity	A/504/8714	L1	1
84	Teamwork Skills	J/504/8876	L1	3
85	The Peer Mediation Process	T/504/8856	L1	3
86	Time Management	L/504/8717	L1	3
87	Understanding and Using 2D Shapes	A/506/0927	L1	1
88	Understanding and Using Decimals	F/506/0928	L1	2
89	Understanding and Using Fractions	J/506/0929	L1	2
90	Understanding and Using Percentages	A/506/0930	L1	2
91	Understanding Diversity within Society	M/504/8483	L1	3
92	Understanding Equal Opportunities	M/506/0634	L1	3
93	Understanding Length, Weight and Capacity	F/506/0931	L1	1
94	Understanding Numbers	J/506/0932	L1	2
95	Understanding Prejudice And Discrimination	J/506/0638	L1	3
96	Understanding Self in Conflict	J/505/8811	L1	3
97	Understanding The Importance Of A Balanced Diet And Regular Exercise	Y/506/0613	L1	1
98	Understanding the Role of a Mentor	T/506/3275	L1	2
99	Understanding Volume	R/506/0934	L1	1
100	Understanding Welfare at Work	M/506/1993	L1	3
101	Understanding Work-Based Learning And Apprenticeships	Y/506/0742	L1	1
102	Understanding Young People, Law And Order	T/506/0649	L1	3
103	Understanding Your Pay	A/505/5291	L1	3
104	Understanding your Pregnancy and Preparation for your Baby	D/505/8667	L1	3
105	Undertaking an Enterprise Project	D/504/8866	L1	3
106	Using a CV and Covering Letter to Apply for a Job	J/505/6931	L1	2
107	Using an Ordnance Survey Map	F/505/8631	L1	2
108	Using Calculations: Addition And Subtraction of Whole Numbers	D/506/0936	L1	1
109	Using Calculations: Multiplication And Division of Whole Numbers	H/506/0937	L1	2

Level 1 Core Skills

(Units 1 to 118 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
110	Using Perimeter and Area	Y/505/5377	L1	1
111	Work Experience	T/505/8724	L1	3
112	Work, Review and Plan	L/505/8616	L1	3
113	Work-Based Placement	L/506/0804	L1	3
114	Working Patterns	F/504/8861	L1	1
115	Working with your Child to Develop Literacy Skills	F/504/8892	L1	3
116	Working with Your Child to Develop Numeracy Skills	J/504/8893	L1	3
117	Writing For Meaning Skills	M/506/0911	L1	3
118	Young Parenthood	K/504/8904	L1	2

Level E3 Core Skills

(Units 1 to 85 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
1	Accessing Public Transport	M/506/0617	E3	3
2	Alcohol and Drug Misuse Awareness	T/504/8484	E3	3
3	Applying Number Skills	Y/505/4004	E3	1
4	Aspects of Citizenship	J/504/8425	E3	3
5	Assertiveness and Decision Making Skills	L/504/8538	E3	3
6	College Induction	D/504/8124	E3	3
7	Data Handling: Extracting And Interpreting Data	D/506/0693	E3	1
8	Data Handling: Recording And Representing Data	H/506/0694	E3	1
9	Developing an Awareness of Social and Physical Aspects of Adult Relationships	R/504/8492	E3	1
10	Developing And Applying Addition And Subtraction Skills	F/506/0914	E3	1
11	Developing And Applying Fraction Skills	J/506/0915	E3	1
12	Developing And Applying Shape And Space Skills	L/506/0916	E3	1
13	Developing Domestic Skills	J/504/8506	E3	3
14	Developing Personal Hygiene Skills for Healthy Hands and Feet	H/504/8481	E3	1
15	Developing Personal Hygiene Skills for Oral Health	L/504/8524	E3	1
16	Developing Skills for Gaining Employment	F/504/8519	E3	3
17	Developing Skills for Table Setting in your Home	R/504/8508	E3	1
18	Diversity in Society	T/504/8565	E3	3
19	Division of Whole Numbers	K/505/4010	E3	1
20	Employment Contract and Payslip Basics	R/504/8864	E3	1
21	Engage in Discussion	F/503/3048	E3	1
22	Family Relationships	M/504/8807	E3	3
23	Food Safety and Storage	J/505/8646	E3	3
24	General Skills for Independent Living	A/504/8521	E3	3
25	Grammar And Punctuation In Practical Use	T/506/0893	E3	1
26	Grammar Skills	A/503/3050	E3	1
27	Health and Safety Awareness in the Workplace	R/504/8489	E3	1
28	Home and Personal Safety Awareness	H/504/8433	E3	3
29	Improving own Spelling	F/503/3051	E3	1
30	Introduction to a Training Course	H/504/8495	E3	3
31	Introduction to Career Preparation	M/504/8497	E3	1
32	Introduction to Customer Service Skills	L/505/8597	E3	3
33	Introduction to Developing a Personal	T/504/8498	E3	3

Level E3 Core Skills

(Units 1 to 85 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
	Learning Programme			
34	Introduction to Developing Parenting Skills	D/505/8569	E3	3
35	Introduction to Food, Drink and Cooking	Y/504/8509	E3	3
36	Introduction to Group and Teamwork Communication Skills	R/505/8570	E3	3
37	Introduction to Lip Reading Skills	R/505/8715	E3	3
38	Introduction to Understanding Sex and Relationships	H/505/8573	E3	3
39	Issues of Substance Misuse	A/504/8437	E3	1
40	Living in the Community	R/505/8598	E3	3
41	Making And Using Story Sacks For Family Learning	A/506/0698	E3	2
42	Making Choices In Pursuit Of Personal Goals	J/506/0574	E3	3
43	Managing Social Relationships	H/505/8623	E3	2
44	Measure: Capacity And Temperature	Y/506/0918	E3	1
45	Measure: Distance And Length	D/506/0919	E3	1
46	Measure: Weight	D/503/3378	E3	1
47	Money: Adding And Subtracting	D/506/0922	E3	1
48	Multiplication of Whole Numbers	T/505/5645	E3	1
49	Participate in an Activity	H/507/6412	E3	3
50	Personal Body Hygiene Awareness	K/505/8543	E3	1
51	Personal Budgeting And Managing Money	R/506/0786	E3	3
52	Personal Learning Goals	A/505/8787	E3	3
53	Personal Study Skills	A/504/8289	E3	3
54	Preparation for a Recruitment Interview	H/504/8528	E3	2
55	Reading Comprehension	D/503/3154	E3	1
56	Reading Grammar and Punctuation	H/503/3155	E3	1
57	Reading Key Personal Words	K/503/3156	E3	1
58	Recognising Employment Opportunities	K/504/8529	E3	1
59	Recognising Own Skills for Personal Development	D/505/8958	E3	3
60	Rights and Responsibilities of Citizenship	J/504/8537	E3	3
61	Road Safety Awareness	J/504/0888	E3	3
62	Skills for Employability	F/505/8788	E3	3
63	Skills for Hygiene in the Home and Everyday Life	L/504/8491	E3	3
64	Skills for Shopping	A/504/8695	E3	3
65	Skills for Shopping for your Home	Y/505/8571	E3	3
66	Speaking To Communicate	F/506/0671	E3	1
67	Spelling and Handwriting Skills	A/503/3159	E3	1
68	Spelling in Practice	A/503/3162	E3	1

Level E3 Core Skills

(Units 1 to 85 – in alphabetical order)

	Unit Name	Ofqual reference	Level	Credit
69	Take Part in an Activity	T/504/8713	E3	1
70	Teamwork Skills	K/504/8532	E3	3
71	The Local Community	H/506/0565	E3	1
72	Time	J/504/8716	E3	1
73	Understanding a Work Experience Placement	J/506/0798	E3	3
74	Understanding Financial Services	H/600/9867	E3	1
75	Understanding How and Why to Support Children in Family Learning	D/505/8572	E3	3
76	Understanding Self And Others	K/506/0678	E3	3
77	Understanding Young People, Law and Order	K/506/0647	E3	3
78	Undertaking an Enterprise Project	F/504/8570	E3	6
79	Using Addition and Subtraction	F/503/3275	E3	1
80	Using Computers for Family Learning	A/504/8857	E3	2
81	Using Listening and Responding Skills	T/503/3287	E3	1
82	Using Punctuation	F/503/3289	E3	1
83	Using The Internet For Shopping	F/506/0380	E3	1
84	Writing Composition Skills	K/506/0910	E3	1
85	Young Parenthood	K/504/8899	E3	2

Optional Units

Optional Units in subject groups

(Groups in alphabetical order and units in alphabetical order within the grouping)

	Unit Name	Ofqual reference	Level	Credit
1	Animal Care; unit group			
1	Developing Confidence Working With Animals	F/506/0475	E3	3
2	Recognising Small Animals	A/505/6084	E3	2
3	Understand the Grooming of Small Animals	T/505/6083	E3	2
2	Building and Construction; unit group			
1	Brickwork: Introduction to Building a Half Brick Wall Three Courses High	D/505/3856	E3	3
2	Building a Three Brick Square Hollow Pillar	D/505/0309	E3	3
3	Carpentry Hand Skills	A/505/1354	L1	3
4	Constructing a Cavity Wall Using Bricklaying Skills	L/504/9625	L1	3
5	Constructing a Half Brick Wall Using Bricklaying Skills	Y/504/9627	L1	3
6	Constructing a One Brick Wide Wall Using Bricklaying Skills	H/504/9629	L1	3
7	Developing Plumbing Skills	H/505/8668	L1	4
8	Health And Safety: Construction	K/506/0518	E3	3
9	Introduction to Assisting Workshop Practice in Brickwork	L/505/8180	E3	3
10	Introduction to Brickwork	R/505/3191	E3	3
11	Introduction to Building and Construction	L/504/9883	E3	1
12	Introduction to Carpentry and Joinery	Y/505/3192	E3	3
13	Introduction to Painting and Decorating	J/505/3897	E3	3
14	Plastering Techniques	R/504/9643	L1	3
15	Preparing Ceilings and Walls for Decoration	T/505/0669	L1	1
16	Use and Maintain Woodworking Tools	A/505/8725	L1	3
17	Use of Tools and Equipment in Bricklaying	D/504/9645	L1	3
18	Using Decorative Paint Effects for Interior Walls	F/505/4398	L1	3
19	Using Floor and Wall Tiling Techniques	H/504/9646	L1	3
20	Using Painting Skills for Interior Ceilings and Walls	K/504/9647	L1	3
21	Using Plastering Skills - Floating Coat to an Attached Pier	M/504/9648	L1	3
22	Using Plastering Skills - Plastering to a Window Reveal	T/504/9649	L1	3
23	Wallpapering Skills	A/505/1600	L1	3

Optional Units in subject groups

(Groups in alphabetical order and units in alphabetical order within the grouping)

	Unit Name	Ofqual reference	Level	Credit
3	Business and Administration; unit group			
1	Budgetary Control within a Business Environment	T/504/9358	L1	3
2	Business Meeting Techniques	J/505/8792	L1	3
3	Filing Skills	R/505/0825	L1	3
4	Reception and Filing Skills	H/505/3194	E3	3
5	Understanding Business Communication	H/506/0548	L1	3
6	Understanding Time Management in the Workplace	R/505/8584	L1	2
7	Using Fax Machines and Photocopiers	D/505/0827	L1	3
8	Using the Telephone and Photocopier	A/505/8790	E3	3
4	Creative and Performing Arts; unit group			
1	Acoustic Recording Techniques	R/506/0822	L1	6
2	Backstage Theatre Skills	Y/504/7974	L1	3
3	Clothing Design	D/504/9967	E3	3
4	Commercial Garment Patterns	R/504/9996	L1	3
5	Composing Music	J/504/7128	L1	6
6	Core Skills For Art And Craft	L/506/0527	E3	3
7	Creative Writing Skills	M/505/0881	L1	3
8	Cutting and Hanging Wall Coverings	F/505/0626	E3	3
9	DJ Skills	A/505/7381	L1	3
10	Garment Construction	K/505/9854	L1	3
11	Industrial Sewing Operations	R/505/8620	L1	6
12	Mixed Media In 2D	D/506/0533	E3	3
13	Music Skills for Solo Performance	D/505/8619	L1	6
14	Musical Ensemble Skills	J/504/8117	L1	5
15	Musical Theatre	D/506/0838	L1	3
16	Needle/Textile Crafts	H/506/0534	E3	3
17	Oral Storytelling Skills	F/504/7158	L1	3
18	Outdoor Craft Skills using Natural Materials	F/507/6627	E3	3
19	Performance Improvisation Techniques	H/505/0909	L1	3
20	Performing Physical Theatre	A/505/4898	L1	3
21	Physical Performance Skills	F/505/0996	E3	3
22	Preparation for Garment Construction	R/503/3345	L1	2
23	Rehearsing for a Production	F/504/8052	L1	3
24	Song Writing Skills In Popular Music	F/506/0847	L1	6
25	Sound And Audio Production Skills	F/506/0850	L1	3

Optional Units in subject groups

(Groups in alphabetical order and units in alphabetical order within the grouping)

	Unit Name	Ofqual reference	Level	Credit
26	Technical Skills for Performance in the Arts	M/505/8723	L1	3
27	The Theory of Music	T/505/1000	L1	6
28	Tools and Equipment for Garment Making	K/505/8803	L1	3
29	Understanding The Use Of Digital Sampling Techniques For Composing And Producing Music	L/506/0852	L1	3
30	Using Aural Skills in Music	L/505/1004	L1	3
31	Using the Internet as a Medium for Music	F/505/8726	L1	3
5	Hair and Beauty; unit group			
1	Assist with hair colour services	R/600/1036	L1	4
2	Colour Hair Using Temporary Colour	R/600/4874	L1	3
3	Create and Maintain Retail Displays in the Salon	R/505/6141	L1	2
4	Hair Plaiting	A/506/9708	E3	3
5	Hairdressing: Introduction to Assisting a Stylist	L/505/3187	E3	3
6	Hairdressing: Introduction to Health and Safety	A/504/9345	E3	3
7	Hairdressing: Working Relationships	L/506/0835	E3	3
8	Introduction to the Hair and Beauty Sector	F/506/8799	E3	2
9	Introduction to Working in a Hair and Beauty Salon	F/505/0688	L1	3
10	Plaiting and Twisting Hair	Y/505/8635	L1	3
11	Salon Reception Duties	H/504/9601	L1	3
12	Styling Men's Hair	A/502/3795	L1	3
13	Styling Women's Hair	F/502/3796	L1	3
6	Health and Social Care; unit group			
1	Caring for Your Baby	M/505/8933	L1	3
2	Craft Activities with Children and Young People	M/505/1576	L1	3
3	Developing Language and Communication Skills in Children	R/505/5880	L1	3
4	Developing Skills for a Healthy Lifestyle	J/504/8490	E3	3
5	Developing Skills for Listening to Children	T/504/8517	E3	3
6	Developing Skills for Listening to Children	H/504/8514	L1	3
7	Developing Skills in Caring for Young Children	M/504/8516	L1	3
8	Food and Nutrition for Children	A/505/1578	E3	3
9	Hand Care	J/504/9347	E3	3

Optional Units in subject groups

(Groups in alphabetical order and units in alphabetical order within the grouping)

	Unit Name	Ofqual reference	Level	Credit
10	Health and Fitness	Y/505/9123	E3	3
11	Improving Own Fitness	L/505/8549	E3	3
12	Introduction to Developing Skills for Caring for your Child	A/504/8518	E3	3
13	Introduction to Preparing, Presenting and Keeping Food for Children and Young People	J/505/8713	E3	3
14	Introduction to Safeguarding Children	J/505/6105	L1	3
15	Nutrition, Performance and Healthy Eating	A/504/8969	L1	3
16	Planning Physical Care Needs of Young Children	R/504/8184	E3	3
17	Play for Early Learning	J/505/1602	L1	3
18	Respecting Children as Individuals	Y/504/8185	E3	3
19	Skin Care	T/505/3927	E3	3
20	The Intellectual and Language Development of Children	K/505/1608	L1	3
21	The Physical and Psychological Needs of Children	K/505/1611	L1	3
22	The Role of Young People as Peer Mentors	A/504/9085	L1	3
23	Understanding Child Development	R/504/9612	L1	3
24	Understanding Children's Social and Emotional Development	L/505/8650	L1	3
25	Understanding Human Growth and Development	L/505/1620	E3	3
26	Understanding Growth, Social and Emotional Development of Children	H/505/8606	L1	3
27	Understanding Play	Y/504/9613	L1	3
28	Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	J/505/8808	L1	3
7	Horticulture and Forestry; unit group			
1	Amenity Horticulture Skills	K/505/8929	E3	3
2	Cultivating Compost and Soils	A/504/9233	L1	3
3	Cultivating Herbs	R/506/1016	L1	3
4	Cultivating Plant Cuttings	H/505/6449	E3	3
5	Developing Skills for Using and Maintaining Garden Tools	D/505/6465	E3	3
6	Floristry Techniques	J/504/9316	L1	3
7	Garden Horticulture	H/505/6466	E3	3
8	Garden Horticulture Skills	D/504/9273	L1	3
9	Garden Maintenance Skills	K/505/6467	E3	3
10	Introduction to Propagation of Plants	Y/505/3211	E3	3

Optional Units in subject groups

(Groups in alphabetical order and units in alphabetical order within the grouping)

	Unit Name	Ofqual reference	Level	Credit
11	Organic Horticulture	D/506/0418	L1	3
12	Pest, Disease and Weed Control	F/504/9301	L1	3
13	Planting in a Container	T/505/6469	E3	3
14	Practical Floristry Skills	T/504/9280	E3	3
15	Practical Floristry Skills	A/504/9247	L1	3
16	Preparing soil for sowing and planting	J/601/2633	L1	1
17	Soil Types and Garden Habitats	M/504/9245	E3	3
18	Sowing and Growing Plants	K/505/3195	E3	3
19	Sowing and Growing Techniques	H/505/8797	L1	3
20	Understanding Plant Pruning	D/505/8605	L1	1
21	Understanding the Skills Required for Floristry	K/505/8705	E3	1
8	Hospitality and Catering; unit group			
1	Basic Cooking	K/505/3181	E3	2
2	Basic Food Preparation	M/505/3182	E3	2
3	Basic Food Preparation and Cooking	K/502/5042	L1	3
4	Customer Service in the Hospitality Industry	J/502/4898	L1	3
5	Introduction to Food Commodities	A/502/5059	L1	1
6	Introduction to the Hospitality Industry	A/502/4834	E3	1
7	Introduction to the Hospitality Industry	M/502/4894	L1	2
8	Using Kitchen Equipment	T/502/5075	L1	1
9	IT for Users; unit group			
1	Audio and Video Software	Y/505/6366	E3	2
2	Audio Software	K/502/4389	L1	2
3	Computer Basics	F/506/9757	E3	1
5	Computer Security and Privacy	L/505/8535	E3	1
6	Data Management Software	F/502/4558	L1	2
7	Data Management Software	H/505/6368	E3	2
8	Database Software	H/502/4553	L1	3
9	Database Software	K/505/6369	E3	2
10	Design and Imaging Software	H/505/6371	E3	2
11	Design Software	M/502/4572	L1	3
12	Desktop Publishing Software	Y/502/4565	L1	3
13	Desktop Publishing Software	F/505/3185	E3	2
14	Digital Lifestyle	A/506/1771	E3	1
15	Imaging Software	R/505/3062	L1	3
16	IT Communication Fundamentals	Y/502/4291	L1	2

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	Unit Name	Ofqual reference	Level	Credit
17	IT Software Fundamentals	L/502/4384	L1	3
18	IT User Fundamentals	K/505/3214	E3	2
19	Multimedia Software	Y/502/4615	L1	3
20	Personal Digital Photograph Processing	F/505/6054	L1	2
21	Personal Digital Photograph Processing	F/505/1677	E3	1
22	Personal Information Management Software	F/505/6376	E3	1
23	Presentation Software	K/502/4621	L1	3
24	Presentation Software	A/505/3217	E3	2
25	Productivity Programs	F/506/1772	E3	1
26	Specialist/Bespoke Software	J/505/6377	E3	2
27	Spreadsheet Software	A/502/4624	L1	3
28	Spreadsheet Software	L/505/3223	E3	2
29	The Internet And World Wide Web	H/506/0355	E3	1
30	Using Email	J/502/4299	L1	2
31	Using Email	Y/505/3225	E3	1
32	Using Mobile IT Devices	H/502/4374	L1	2
33	Using Mobile IT Devices	L/505/6378	E3	1
34	Using the Internet	T/502/4296	L1	3
35	Using the Internet	H/505/3227	E3	1
36	Using The Internet For Shopping	F/506/0380	E3	1
37	Video Software	K/502/4392	L1	2
38	Website Software	L/502/4630	L1	3
39	Word Processing Software	L/502/4627	L1	3
40	Word Processing Software	M/505/3229	E3	2
10	Retail; unit group			
1	Handling Stock in a Retail Environment	A/504/8177	E3	3
2	Keeping the Work Area Clean, Tidy and Safe in a Retail Environment	F/504/8178	E3	3
3	Looking After Customers in a Retail Environment	J/504/8179	E3	3
4	Understanding the Business of Retail	A/502/5756	L1	1
5	Understanding the Retail Selling Process	T/502/5805	L1	2
11	Sport Leisure and Recreation; unit group			
1	Assist in Sports Coaching	H/505/0425	E3	3
2	Developing Angling Skills	A/505/8594	E3	3
3	Developing Angling Skills	J/505/8629	L1	3
4	Discover Local History	D/505/1072	E3	3
5	Discover Local History	Y/504/8607	L1	3

Optional Units in subject groups

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	Unit Name	Ofqual reference	Level	Credit
6	How The Body Works	K/506/0941	L1	4
7	Indoor Team Games	A/505/8644	E3	3
8	Participating in Leisure Activities	D/505/1315	E3	3
9	Participating in Leisure Activities	R/504/2885	L1	3
10	Planning And Participating In Short Walks	L/506/0947	E3	3
11	Planning A Trip To A Visitor Attraction	J/506/0946	L1	4
12	Sport and Active Leisure Project	J/505/8727	L1	4
13	Sports Coaching	Y/505/8991	L1	4
14	Taking Part in Exercise and Fitness	A/505/7221	L1	4
15	Taking Part in Sport	R/505/1330	L1	3
16	The Angling Environment	F/503/3874	E3	3
17	The Angling Environment	D/506/4713	L1	3
18	Using Craft Skills with Natural Materials	T/505/8609	L1	3
12	Vehicle Maintenance; unit group			
1	Checking and Maintaining Car Tyre Pressures and Tread	T/505/4401	E3	1
2	Checking and Maintaining Car Wheels and Tyres	F/505/0092	L1	1
3	Checking and Maintaining Fluid Levels on a Car	L/505/0094	E3	1
4	Clean and Prepare a Cycle for Use	H/505/0098	E3	1
5	Identification of Basic Car Parts	Y/505/0101	L1	3
6	Identification of Basic External and Internal Car Parts	R/505/3188	E3	1
7	Introduction to Motorcycle Maintenance	T/505/3197	L1	4
8	Lubricate and Tension a Single Speed Cycle Chain	L/504/9575	E3	1
9	Motor Vehicle Workshop Tools and Equipment	T/505/3216	E3	2
10	Remove and Replace Cycle Saddles, Seatposts and Handlebars	Y/504/9580	E3	1
11	Remove and Replace Cycle Wheels, Tyres and Inner Tubes	D/505/8779	E3	1
12	Repairing A Cycle Puncture	D/506/0869	L1	1
13	Replacing Cycle Brake Assemblies	R/505/0145	L1	2
14	Routine Motorcycle Checks	A/505/3220	E3	2
15	Routine Vehicle Checks	F/505/3221	E3	2
16	Routine Wheel and Tyre Checks	J/505/3222	E3	2
17	Systematic Cycle Checking	A/505/0091	L1	2
18	Tools, Equipment and Materials for Vehicle Maintenance	K/505/8669	L1	4

Optional Units in subject groups

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	Unit Name	Ofqual reference	Level	Credit
19	Valeting a Car Interior	K/504/2889	E3	3
20	Washing a Car Exterior	K/505/3228	E3	1
21	Wax and Polish a Car Exterior	R/505/0419	E3	3

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